DOCUMENT RESUME

ED 067 114 LI 003 859

TITLE	Non-Print Media: Cataloging and Classification in the Lincoln Public Schools. Manual.
INSTITUTION	Lincoln Public Schools, Nebr.
PUB DATE	72
NOTE	42p.; (0 References); Includes methodological background paper by Gwendoline E. Birky
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	*Audiovisual Aids; *Cataloging; *Classification; Filmstrips; Instructional Materials Centers; *Library Materials; *Library Technical Processes; Manuals; Maps; Microforms; Tape Recordings
IDENTIFIERS	*Nonprint Media

ABSTRACT

There is very little difference in cataloging and classifying non-print and print media, however non-print requires considerably more time in processing due to the quantity of material and the individual pieces for which labels and identification numbers must be supplied. In general non-print media are entered under title. Exceptions to this practice are: (1) books or excerpts from books are entered under the author's name and (2) musical compositions are entered under the name of the composer. For each type of media all items which are included with the particular media are described. This information may be run in consecutive sequence in the collation or, items which are not usually considered a part of the collation are listed as a note. This manual gives illustrations for cataloging each type of non-print material. A brief (4 page) description of how the cataloging of non-print materials was set up in the Lincoln Public Schools which was written by Gwendoline E. Birky is appended. (Author/NH)

ED 067114

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY

NON-PRINT MEDIA

Cataloging and Classification

Media Services

Mrs. Clara T. Rottmann, Director of Media Services
R. Winfield Howland, Supervisor of Instructional Design Center
Kenneth V. Anderson, Instructional Media Center
Gwendoline E. Birky, Media Processing Center
Janiece M. Holm, Title I, Instructional Materials Center
Mrs. Marguerite Radcliffe, Staff Media Center

Lincoln Public Schools

1971 - 1972

FILMED FROM BEST AVAILABLE COPY

LI 003 859

TABLE OF CONTENTS

Introduction	
Cartridge films	1
Cassettes	2
Charts	3
Filmstrips	4
Flash cards	7
Games	8
Kits	9
Maps	10
Micro forms	11
Models	12
Motion pictures	13
Phonotapes	14
Pictures	15
Realia	17
Records	18
Slides	22
Sound books	24
Sound cartridge films	25
Sound filmstrips	26
Sound slides	28
Specimens	29
Stereoscope slides	30
Study prints	31
Transparencies	32

INTRODUCTION

There is very little difference in cataloging and classifying non-print and print media, however we find that non-print requires considerably more time in processing due to the quantity of material and the individual pieces for which labels and identification numbers must be supplied.

In general non-print media are entered under title. Exceptions to this practice are 1) books or excerpts from books are entered under the author's name and 2) musical compositions are entered under the name of the composer.

For each type of media we attempt to describe all items which are included with the particular media; e.i. number of slides, prints, discs, etc., col. or b&w, size, and teacher and/or student guides or other teaching aids which may be included. This information may be run in consecutive sequence in the collation or, items which are not usually considered a part of the collation are listed as a note.

When two producers are responsible for the media, both are named in the title statement. When media is received and has the same title entry as material already cataloged but by a different producer we recatalog indicating the producer. This could be handled by cataloging with brief cataloging as is done with books which appear in several editions from various publishers, but usually we do not know that the material will be available from different sources when we first catalog it. When media are produced by a school in our system the card carries the information: Locally produced.

The following notes explain some of the practices which have been made realtive to cataloging certain media.

A. Filmstrips.

1. Divide sets into single filmstrips when the nature of the content does not logically come under one Dewey Decimal class number.

2. Catalog from the title frame of the filmstrip. We omit the number of frames and the running time.

3. Check with the Library of Congress cataloges and the Index to 35mm Educational Filmstrips for notes. Do not take time to make up notes. Simple notes from the teachers' guides may be used. The Elementary School Library, edited by Mary Gaver is good for notes on certain producers, especially Weston Woods.

4. Credits are given in the notes providing the person responsible for any part of it is apt to be known because he is a band and/or orchestra conductor; writer; stage, movie, or television personality; etc. This may or may not be a good practice since inclusion is determined by the cataloger, who is not always in a position to know how well known certain individuals might be familiar to our users.

5. When cataloging sound filmstrips and slides, if two or more filmstrips are recorded on one phonodisc or cassette use side one for the entry.

B. Pictures.

1. When works of art are entered under the name of the artist, the total number of slides has been omitted so that more may be added from the particular company as they are purchased.

2. Supplied title of [Painting] is not considered a title but only a descriptive word for the type of work found on the print. Other descriptors might be: [Print] used for woodblock, stone, etc. [Engraving] [Lithograph] [Photograph] [Sculpture] etc.

3. Pictures as well as slides are first divided into the following categories before cataloging:

a. Artists - Name of artist

b. Period - Cubism

c. Type of art - Pottery, Sculpture, etc.

4. When sets of slides or pictures are received which are illustrative of a specific period of art but do not identify the artists, catalog them as a set by period. Example: Cubism.

5. For easy location of the picture or slide the accession number is used after the call number. See note page 23.

C. Records

1. Always take the entry from side "1" or "A" of the record.

2. Be certain to take the entry off the label on the record since the slip case may not carry the same title.

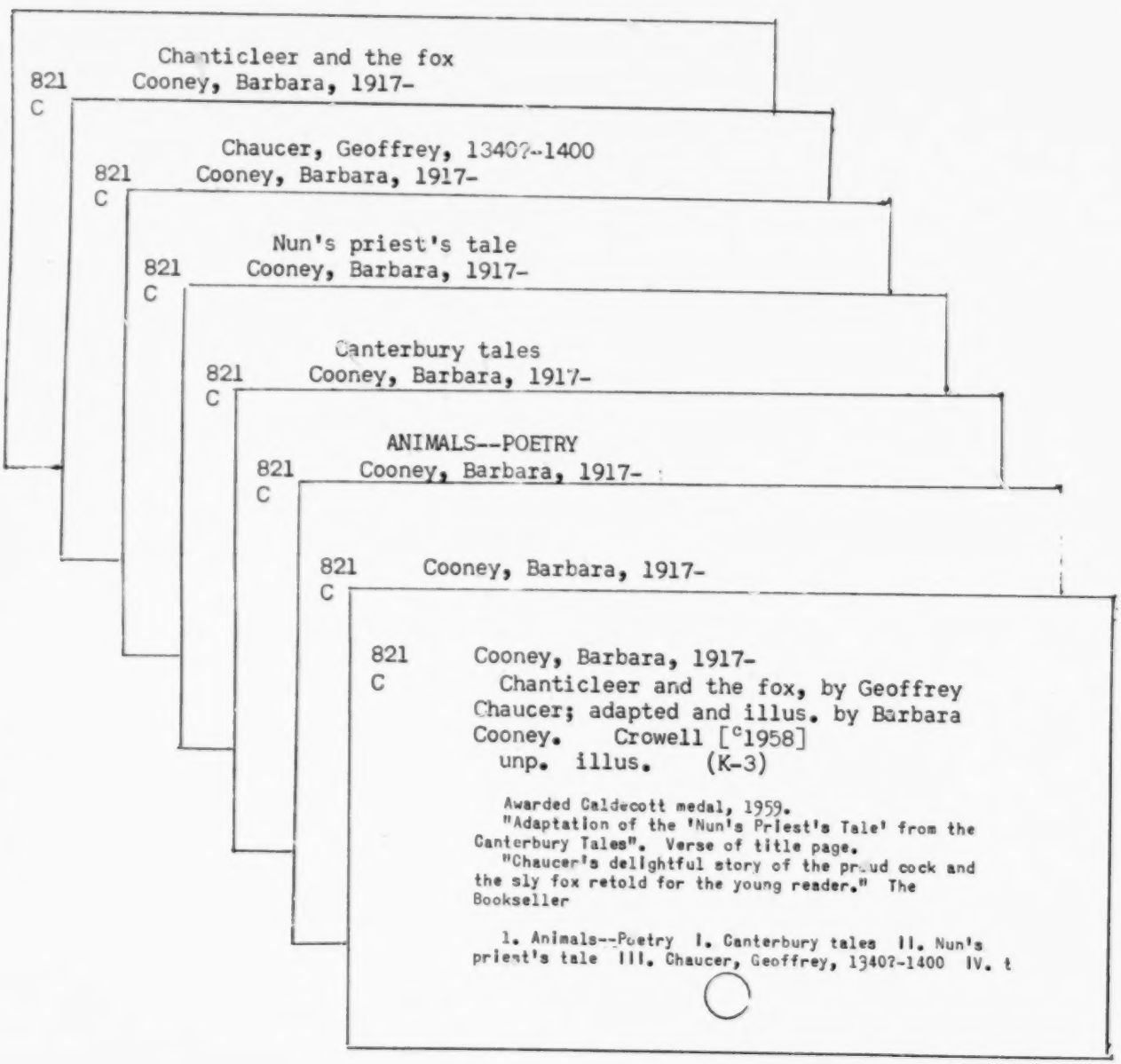
3. For sets of records use the series title.

4. Musical compositions are entered under composer with a uniform title enclosed in brackets at the head of the title so that all works of the same title may be filed together regardless of the whims of the producer of the recording.

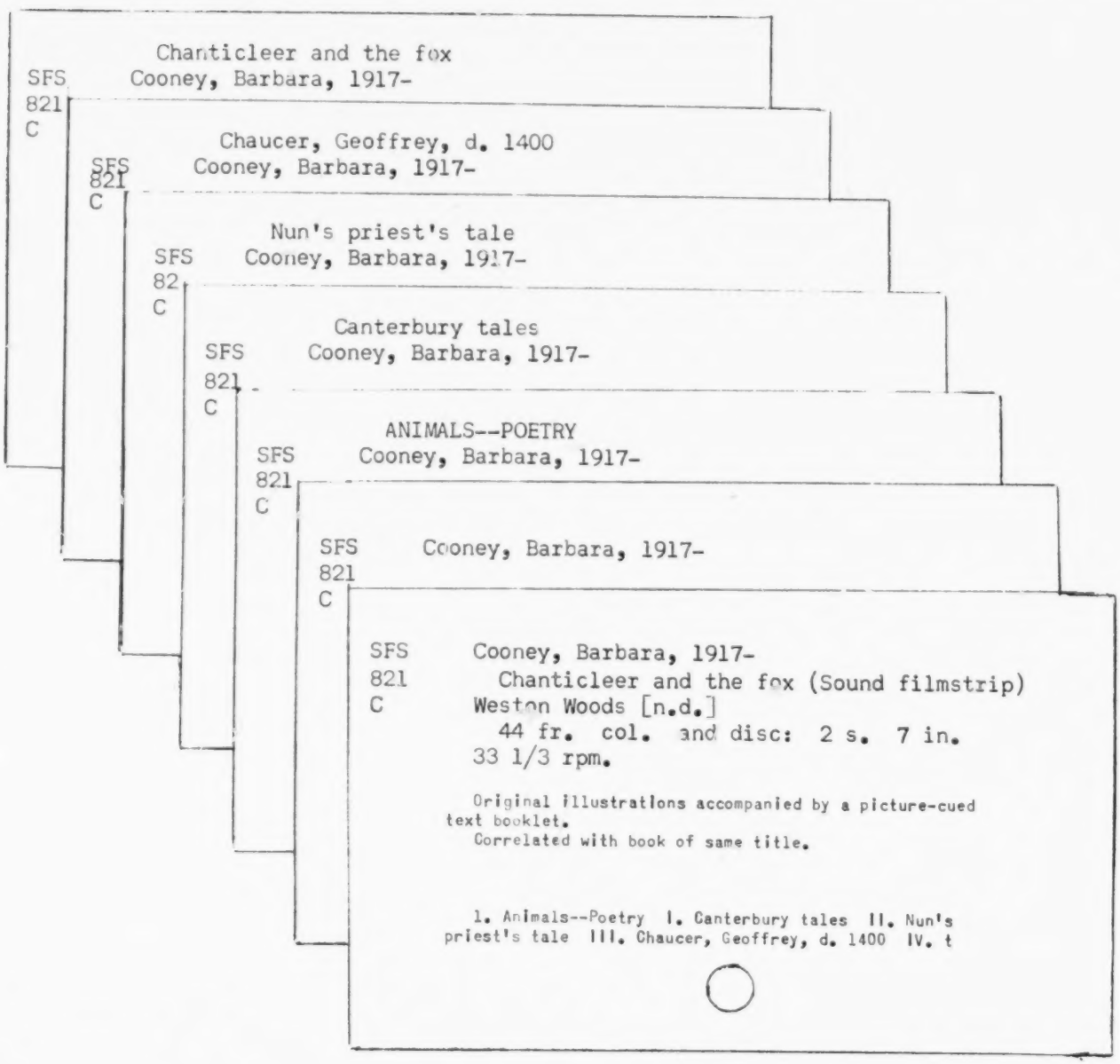
The Lincoln Media Specialists decided to use only one color for all non-print media because there were not enough color-banded cards to take care of the many forms of non-print and, since we use abbreviated prefixes as a part of the call number multiple colored cards or banded cards seemed redundant. In addition it made the reproduction of non-print catalog cards simpler by using a single color. Green was the color selected for non-print.

The next two pages are illustrative of the cataloging which is done for print and non-print media, thus correlating class numbers and subject headings of all forms of media which are located in the center.

Catalog cards for the book, Chanticleer and the Fox



Catalog cards for the sound filmstrip, Chanticleer and the Fox



CART F 533 A
Air has weight (Cartridge film)
McGraw [n.d.]
8 mm. col. 2 min. 55 sec. (Properties of air) (4-9)

With teaching guide.

1. Air 2. Atmosphere

CART F 598.44 A
Antarctic penguins (Cartridge film) Walt Disney Productions, 1968. Distributed by International Communication Films.
Super 8 mm. col. 4 min. (Walt Disney nature library)

Film notes on cartridge.

1. Antarctic regions 2. Penguins

CART F 372.83 C
Community services (Cartridge film)
Ealing, 1970. Distributed by Holt.
9 loops super 8 mm. col. 4 min.

Film notes on canister.
Contents.--The school.--The hospital.--The fire department.--The public library.--The post office.--Public transportation.--The shopping center.--The police department.--The trash problem.

1. Schools 2. Hospitals 3. Fire departments 4. Libraries 5. Postal service 6. Transportation 7. Shopping centers 8. Police 9. Refuse and refuse disposal I. The public library II. The post office III. Public transportation IV. The trash problem

CAS
Fic
M

McNutly, Faith
When a boy wakes up in the morning (Phonotape) Random, 1962.
1 cassette (Sights & sounds, unit A)

Recorded with this: Red Ridinghood's little lamb; by Charlotte Steiner.
Correlated with books of the same title.

1. Fairy tales 2. Sheep--Stories I. t II. Steiner, Charlotte III. t: Red Ridinghood's little lamb

CAS
371.254
V

Van Alfen, Curtiss
Nongradedness--how it looks in the real world (Phonotape) Instructional Dynamics, c1970.
5 cassettes 10 s. 15 min. avg.

1. Ability grouping in education 2. Nongraded schools I. t

CAS
541.22
P

Pretend you're a molecule. . . and dance (Phonotape) Troll [n.d.]
1 cassette (Let's think about science)

Tells about atoms and molecules and their relationships.

1. Molecules 2. Chemistry, physical and theoretical 3. Atoms

CHART 372.62 F
Final b sound; Final g sound (Chart)
Scott, Foresman, 1967.
20 charts. color. 9"x12". and disc: 2 s. 7 in. 33 1/3 rpm. [SPI-61413]
(The first talking alphabet)

With teacher's instruction booklet.

1. Phonetics I. t: Initial g sound

CHART 526.8 L
Learning to use a globe, set 1 (Chart)
A. J. Nystrom [°1965]
30 charts 1 Teacher's guide

By Parmer L. Ewing [and] Marion H. Seibel.

1. Globes 2. Maps 3. Maps--Symbols 4. Maps--Terminology 5. Maps--Programmed instruction I. Ewing, Parmer L

FS
Fic
E

Elkin, Benjamin
The loudest noise in the world (Filmstrip)
Weston Woods [1964]
1 filmstrip col. (Picture book parade, series 10)

Correlated with a book of the same title by Benjamin Elkin and a record under Picture book parade 11S.
Original illustrations accompanied by picture-cued text booklet.

1. t

FS
301.451
B

Black Odyssey: history of the American Negro (Filmstrip) Anti-Defamation League of B'nai B'rith [n.d.]
2 filmstrips b&w

With discussion guide.
Contents: Part I, 16th century to the Civil War.--Part II, The Civil War to the present.

1. Negroes--History

FS
970.4
I

Indian cultures of the Americas (Filmstrip)
Encyclopaedia Britannica, c1963.
6 filmstrips col.

With teacher's guide and reading scripts.
Based on The American Heritage book of Indians, by William Brandon.
Contents: The Incas, the Mayas, the Aztecs.--Indians and Eskimos of the Northwest.--Indians of the Northeast.--Indians of the Plains.--Indians of the Southeast.--Indians of the Southwest.

1. Aztecs 2. Eskimos 3. Incas 4. Indians of North America 5. Mayas I. Brandon, William II. The American Heritage book of Indians

FS
915.38
S

Saudi Arabia (Filmstrip) Eye Gate, ©1956.
34fr. color. 35mm. (The countries of the Near East series, No. 83-G) (4-)

Teachers manual.

1. Saudi Arabia--Description and travel
2. Saudi Arabia--Social life and customs

FS
915.38
S

Saudi Arabia (Filmstrip)
Visual Education Consultants [n.d.]
1 filmstrip b&w (Studies in depth)

With teacher's guide.

1. Saudi Arabia--Description and travel
2. Saudi Arabia--Social life and customs

Filmstrips, cont.

Popular Science puts out a monthly filmstrip and uses Filmstrip-of-the-Month Clubs as producer. Therefore the same title may appear in the master file under two producers.

FS
512.2
S

Solving radical equations (Filmstrip)
Popular Science Publishing, 1970.
1 filmstrip col. (Secondary mathematics)

With teaching guide.

1. Algegra 2. Equations--Numerical solutions

This is a subsidiary of Popular Science - usually the filmstrip is exactly the same (but may vary some). We make a practice of cataloging these and redoing the card when the filmstrip shows a different distributer, even when it is Popular Science

FS
513.1
S

Similar triangles: experiment and deduction (Filmstrip) Film Strip of-the-Month Club, 1962.
1 filmstrip col. (High school mathematics)

With teaching guide.

1. Geometry 2. Triangle

FLASH
CARD
428.43
F

Flash-X cards, advanced, set X-9 (Flash card) Educational Developmental Laboratories, 1960.
12 cards

Designed for use in a tachistoscopic device.

1. Reading, developmental

GAME
973.6
D

Division - A simulation of the dirisive issues of the 1850's and the crisis election of 1860. (Game) Interact Co., 1968.

Includes: 1 teaching guide.
5 booklets.
36 student booklets.

1. U.S.--History 2. U.S.--History--Civil War 3. Political parties--U.S. 4. Negroes

GAME
301.3
E

Extinction: the game of ecology (Game) Sinauer Associates, 1970.
Various pieces

1. Ecology 2. Man--Influence on nature 3. Nature--Influence on environment 4. Adaptation (Biology)

KIT
629.13
A

Air age education materials for elementary teachers - Cessna (Kit) Cessna Aircraft Company [n.d.]

Includes: 7 pictures
1 model plane
1 notebook with various booklets on aircraft and a selected list of resources.

1. Airplanes 2. Aeronautics 3. Airplanes--Models

KIT
158.2
A

Awareness; insight into people (Kit)
Prepared as an Educational Service; by J.C. Penny [c1967]
various pieces

Includes: 1 filmstrip col.--1 phonodisc 1 s. 12 in.--5 transparencies b&w.--3 activities sheets.--5 case studies.--1 plastic chart.--1 deck of cards.--1 manual.--1 filmstrip commentary.

1. Human relations 2. Psychology, applied

KIT
701
R

Rembrandt and his Holland (Kit)
Scholastic Magazines, 1970.
30 copies 1 teacher guide 8 pictures (b&w 2 sepia) (Art and man, vol. 1, no. 2)

Published under the direction of the National Gallery of Art.

1. Rembrandt, van Rijn, 1606-1669 2. Art, Dutch 3. Composition (Art) I. Art and man

MAP
912.9
A

Australia and Oceania (Map)
Denoyer-Geppert, 1967.
1 wallmap (rolled) col. 60" x 88".
(No. 15021, Wenschow relief-like map)

Political and physical.
Scale 1: 6,000,000.
Credits: Drawn and printed by Karl Wenschow.

1. Australia--Maps 2. Islands of the Pacific--Maps

( )

MAP
913.3
B

Bible land maps (Map) Aid Association for Lutherans, 1966.
8 maps. col. 19"x25"

With teaching guide.
Contents: Ancient Bible lands.-Exodous and wanderings of Israel.-Canaan from Joshua to Solomon.-Old Testament world after Solomon.-Early ministry of Jesus.-Later Ministry of Jesus.-Journeys of Paul.-Jerusalem at the time of Christ.

1. Palestine--Antiquities--Maps 2. Palestine--History --Maps 3. Jerusalem--History--Maps 4. Bible--Geography --Maps 5. Bible--History of Biblical events--Maps

( )

MAP
970.1
P

Picture map of Indian Americans (Map)
Friendship Press, 1955.
1 map 38" x 50" folded

"A decorative map, which may be colored, together with an insert sheet containing informative notes and pictures to be cut out and pasted on the map."

1. Indians of North America

( )

MICRO FORMS 818.5 A

American Spectator, No. 1932-May 1937, Vols. 1-4 (Microfilm) 3M Co., n.d.
1 reel. 35mm. negative

Major contributors: Eugene O'Neill, Theodore Dreiser, Sherwood Anderson, Norman Macleod. Serious literary criticism and short stories.

1. Literature--History and criticism 2. Literature 3. American literature

MICRO FORMS 978.13 C

Confederate Veteran 1893-1932 (Microfilm)
Bell & Howell, n.d.
8reels. 35mm. negative

Monthly journal published in Nashville, Tennessee. With index at beginning of each volume. Collection of biographical information, reminiscenses and photographs of Confederate leaders.

1. Confederate States of America--History 2. U.S.--History--Civil War 3. U.S.--History--Civil War--Biography 4. U.S.--History--Civil War--Personal narratives

MICRO FORMS 940.371 D

David Hunter Miller Papers (Microfilm)
Bell & Howell, n.d.
6reels. 35mm. negative

Originally "My diary at the Conference of Paris, with documents by David Hunter Miller . . . New York, printed for the author by the Appeal Printing Co., 1924.
22 vols. with table of contents in each and an index at the end of vol. 21.

1. Paris Peace Conference, 1919 2. European War, 1914-1918--Peace 3. League of Nations 4. European War, 1914-1918--Territorial questions I. Miller, David Hunter, 1875-1961 II. My diary at the Conference of Paris

MODEL
550
E

Elementary land form models (Model)
Hubbard Scientific Co. [1966]
1 model. plastic coated. color. 3'X3'.

With study guide and lab questions.
8 removable parts.
Models contain over one hundred simplified geographical and geological features.

1. Geography 2. Geology

MODEL
523.2
R

Rotary tellurian (Model) Denoyer-Geppert
[n.d.]
1 model. color. Five-cornered metal base: 26" long, 16" high. earthglobe 4 1/2" diameter.

Hand operated, lighted model.

1. Earth 2. Moon 3. Solar system 4. Sun

MODEL
611.314
T

Teeth, enlarged (Model) Nystrom
Biological Model Co. AM-123 [n.d.]
5 models. vinyl plastic. color. Aberage size: 2 1/2"x3"x7 1/2". ("Life-Like" biology model)

With a key in booklet form which identifies all coded structures.
A set of five models which illustrates a complete combination of tooth types: incisor, canine, and molars.
Mount on plastic stands.

1. Teeth

MP
Fic
K

Keats, Ezra Jack
The snowy day (Motion Picture) Weston Woods [c1964]
6 min. sd. col. 16mm. (Picture book parade)

Correlated with a record under Picture book parade 115, a filmstrip and a book of the same title by Ezra J. Keats.
Credits: Producers, Morton Schindel, Mel Wittman; director, Mal Wittman.

1. Show-- ◯ Fiction I. t

MP
904.5
N

[Natural disasters of the world] (Motion picture) No producer [1950?]
8 min. sd. b&w 16 mm.

Depicts an avalanche in Switzerland, floods in Australia and U.S., a tornado in Mississippi, and fires in Korea and California.

1. Disasters 2. Fires 3. Floods 4. Tornadoes

◯

MP
745.5
S

Smaller than life (Motion picture)
Locally Produced [n.d.]
5 min. sd. b&w. 16 mm.

Edited by Daniel Abbott.

1. Models and model making 2. Handicraft 3. Hobbies

◯

TAPE
Fic
I

I'm listening (Phonotape) Tapes Unlimited 3401, 3402, 3403, 3404, 3405, 3406 [℗1968]
6 reels (Read with me: I'm listening)

Contents.-Where is the King?-Thursday it rains in Went.-The wise witch of Went.-Stood straight the page boy.-The wicked witch of Went.-Who Boos King question?

1. Fairy tales 2. Witches--Fiction I. Pepper, Wilma Dell II. Where is the king? III. Thursday it rains in Went IV. The wise witch of Went V. Stood straight the page boy VI. The wicked witch of Went VII. Who boos king question?

TAPE
629.13
A

Aerospace [Lectures] (Phonotape)
Locally Produced [n.d.]
1 reel. 1 7/8ips.

Side 1: Dr. Seitz describes the planning and development of the Lunar excursion module. Side 2: Pt. 1: Dr. Seitz talks about balloon flight. Pt. 2: Judge Latham discusses the Ed Link oceanographic expermentation.

1. Aeronautics 2. Moon 3. Space flight 4. Balloons--History 5. Oceanography I. Lunar excursion module II. Ed Link oceanographic experimentation

TAPE
92
LIN-
COLN

Abraham Lincoln--a man and a symbol (Phonotape) State University of Iowa (NCAT)
1961.
1 reel. 15min. 3 3/4ips. (The world of ideas III)

1. Lincoln, Abraham, 1809-1865

20

PIC
722.8
G

Greek [Architecture] (Picture)
Art Education, 1966.
prints. b&w. 22"x28". (Growth in art education)

Teachers guide sheet.
For library holdings see shelf list.

1. Architecture, Greek

PIC
732.7
I

India; South [Sculpture] (Picture)
Art Education, 1966.
prints. col. 22"x28". (Growth in art education)

Teachers guide sheet.
For library holdings see shelf list.

1. Art, India 2. Art, Ancient India 3. Sculpture,

PIC
917.53
O

Our Capitol [Poster] (Picture) Library Services Inc., [n.d.]
1 print. col. 25 1/2"x37 1/2".

1. Washington, D. C. Capitol

PIC 759.9492 R
Rembrandt Harmensz, van Rijn, 1606-1669
Portrait of the Artist's Son Titus
(Picture)
1 print. color. 9"x10".

1. Painting, Dutch I. t

PIC 919.4 A
Australia and Oceania (Picture)
Denoyer-Geppert [n.d.]
16prints. color. 30"x21". Wooden frame.

1. Australia--Description and travel--Views 2. New Zealand--Description and travel--Views 3. Micronesia--Description and travel--Views 4. Polynesia--Description and travel--Views 5. Tasmania--Description and travel--Views

REALIA Head of a youth (Realia) Alva Museum
731.8 Replicas [n.d.]
H

"Authentic, copyrighted reproduction in Alvastone." The original is in the Museum of Fine Arts, Boston, Massachusetts. It is marble, Greek, fifth century B.C.

1. Sculpture 2. Greece--Sculpture

REALIA Puppet playmates: Community helpers (Realia)
372.83 Instructo [℗1967]
P 4 puppets col. 34" x 17"

Die-cut arm and head holes are made to comfortably fit any child.
Contents.--Doctor.--Nurse.--Policeman.--Fireman.

1. Community helpers 2. Physicians 3. Nurses and nursing 4. Police 5. Firemen 6. Puppets and puppet plays 7. Games

REALIA Fossils from upper devonian and silurian
562 periods (Realia) Locally produced [n.d.]
F 1 case 12" x 16"

Specimens identified and mounted by Elizabeth Dillon.
Contents.--Trilobites.--Turitella snails.--Brachiopods.--Mucrospirifer brachiopods.--Chocolate drop bryozoans.--Crinoid stems.--Graptolite.--Cephalopods.--Mullusca.--Horn.--Honeycomb coral.

1. Invertebrates, fossil

23

REC
Fic
A

Armstrong, William Howard
Sounder (Phonodisc) Newbery Award Records; a division of Miller-Brody NAR 3018, 1970.
1 phonodisc 2 s. 12 in.

Newbery Award Winner in 1970.
A recorded dramatization.

1. Dogs--Stories 2. Negroes--Fiction 3. Poverty--Fiction I. t

REC
973.9
M

Murrow, Edward R
I can hear it now (Phonodisc) [by] Edward R. Murrow [and] Fred W. Friendly. Columbia ML 4095, 4261, 4340. [c1967]
6 s. 12 in. 33 1/3 rpm. (Columbia masterworks)

E. R. Murrow, narrator.
Program notes by the authors on each slipcase.

1. U.S.--History--20th century 2. World history I. t

REC
783.65
R

RCA Victor record library for elementary schools: Music at Christmas time (Phonodisc) RCA Victor WE 88.
8s. 7in. 45rpm.

Performed by the singers with the RCA Victor Orchestra; Ardon Cornwell, conductor.
notes for teachers issued; program notes on inside container.

1. Carols 2. Christmas music I. Cornwell, Ardon II. t: Music at Christmas time

REC
Fic
W

Walt Disney presents all the songs from Winnie the Pooh and the honey tree (Phonodisc) Disneyland DQ-1277 [1965]
2s. 12in. 33 1/3rpm.

With Sterling Holloway as Pooh.

1. Bears--Stories 2. Fairy tales
I. Milne, Alan Alexander, 1882-1956
II. Disney (Walt) Productions

REC
793.319
D

Dance music of old England (Phonodisc)
Amphion CL 2122 [1964]
2 s. 12 in. 33 1/3 rpm.

The Telemann Society Orchestra, Richard Schulze, conductor.
Program notes on slipcase.

1. Dance music 2. Chamber music 3. Orchestral music I. The Telemann Society Orchestra

REC
427.973
D

The dialect of the Black American (Phonodisc)
Western Electric MG-202784 [℗1970]
2 s. 12 in. 33 1/3 rpm.

Teacher's Guide...
Produced by Paul K. Winston.
"The black dialect, as seen by the linguist, is the subject of this record. . . . This record considers one facet of black heritage--language. What is it? How does it function?

1. English language--Dialects 2. Socially handicapped children--Education 3. Negroes--Education 4. Negroes--History 5. Human relations 6. Linguistics 7. English language--Remedial teaching I. Winston, Paul K

REC
613.7
M

Music for physical fitness (Phonodisc)
Bowmar B-2050, 1963.
2 s. 12 in. 33 1/3 rpm.

Teacher's guide on slipcase.

1. Rhythm 2. Physical fitness 3. Exercise 4. Physical education for children

REC
786.21
B

Bach, Johann Sebastian, 1685-1750
[Concerto nach Italienischen Gusto, harpsichord unacc., F major] (Phonodisc)
Concerto in F Major (Italian) Partita no. 1, in B-Flat major. Partita no. 2, in C minor. Columbia ML 5472 [℗1960]
2 s. 12 in. 33 1/3 rpm. (Columbia Masterworks)

Glenn Gould, piano
Program notes on slipcase.

1. Harpsichord music 2. Piano music I. Partitas, harpsichord, S.825-826 II. Concerto in F major (Italian) III. Gould, Glenn IV. t

REC
784.6
F

Foster, Stephen Collins, 1826-1864
[Songs. Selections] (Phonodisc)
Stephen Foster favorites. RCA Victor LSC-2295 [n.d.]
2 s. 12 in. 33 1/3 rpm. (Red Seal)

The Robert Shaw Chorale, Robert Shaw, conductor.

1. Songs, American I. The Robert Shaw Chorale II. Shaw, Robert III. t

REC
786.21
S

Schumann, Robert Alexander, 1810-1856
[Davidsbündlertänze, piano] (Phonodisc)
Davidsbündlertänze (18 Charakterstücke, no. 1-18) op. 6. Carnaval (Scènes mignones sur quatre notes, no. 1-20) op. 9. Epic BC 1269. [℗1963]
2 s. 12 in. 33 1/3 rpm.

Charles Rosen, piano.
Program notes on slipcase.

1. Piano music I. t II. t: Carnaval III. Rosen, Charles, 1927-

Sl
595.799
B
The bee (Slide)
Imperial Film [n.d.]
15 slides col. 2" x 2" (848-S)

1. Bees

Sl
709.04
C
Cubism, Futurism, Dadaism, Surrealism (Slide) Educational Audio Visual [n.d.]
15 slides. col. 2"x2". (Modern art - 20th century, set no. 3 SS-028)

Contents: Brancusi.-Braque.-Gutfreund.-Laurens.-Lipchitz.-Modigliani.-El Saghini.-Uhlmann.-Boccioni.-Arp.-Duchamp-Villon.-Giacometti.

1. Sculpture 2. Modernism (Art) 3. Cubism 4. Futurism (Art) 5. Dadaism 6. Surrealism

Sl
629.133
K
Kinds of airplanes (Slides) Singer; SVE [℗1969]
20 slides col. 2" x 2". (SG-19 S)

Consultant: Alan L. Hoffman.
Teacher's guide.

1. Airplanes I. Hoffman, Alan L

28

S1
759.9492
B

Bauer, Marius Jacques Alexander, 1864-1932
Paintings (Slide) Society for Visual Education [n.d.]
slides. color. 2"x2".

For library holdings see shelf list.

1. Paintings, Netherlands

Most slides and picture prints are open entry due to the great selections available from individual companies.

Slides are so arranged and labeled that they are kept in order, first by Dewey classification number and then the indentification (accession) number. Individual slides will have their own place in the file drawer and sets can not be broken up.

For easy location of the picture or slide the accession number is used after the call number. Example: PIC
759.5
A
8016718

This call number is on the slide or picture and on the back of the shelf card. The accession number does not appear on the catalog cards.

The media specialist in the school is expected to add the accession number on the back of the shelf card along with the title of each picture which it represents for the artist. Example: 8016718 - Bird

An extra catalog card should be supplied with the set so the media specialist can make a title entry for each slide or picture in her collection.

S BK
Fic
D

Drexler, Carol Joan
The Wizard of Oz (Sound book) Adapted by Carol Joan Drexler, illus. by Janet and Alex D'Amato. Educational Reading Service, c1970.
1 book 1 phonodisc 7 in. 45 rpm.

A retelling of the story by L. Frank Baum.

1. Fairy tales I. Baum, L. Frank II. t

SOUND
CART F
533.2

Learning about air (Sound Cartridge film)
Society for Visual Education
4 Super 8mm. col. 2 phonodiscs 4 s.
7 in. 33 1/3 rpm. (4-6)

A visual explanation of the various properties of air utilizing the "discovery" approach which allows students to hypothesize and formulate answers. Principles demonstrated through the use of simple, ready available apparatus.
Contents.-Does air take up space?-Does air have weight?-Does air expand and contract?-Does air exert pressure?

1. Air 2. Air Experiments 3. Science--Experiments

SFS
792.84
D

Debussy, Claude, 1862-1918
[Prélude à l'après-midi d'un faune]
(Sound filmstrip)
Debussy's Afternoon of a faun. Imperial Film Company, 1971.
1 filmstrip col. 1 phonodisc 2 s. 12 in.

Credits: Author Donald E. Hosier; narration: Gordon Laite.

1. Ballets--Stories, plots, etc. 2. Symphonic poems I. t II. t: The afternoon of a faun

SFS
920
L

Lawson, Robert
They were strong and good (Sound filmstrip)
Weston Woods [1960]
1 filmstrip col. 1 phonodisc (Picture book parade, series 10)

Correlated with a book of the same title by Robert Lawson and a record under Picture book parade 119.
Original illustrations accompanied by picture-cued text booklet.

1. Lawson family I. t

SFS
970.1
A

The American Indian: A dispossessed people (Sound filmstrip) written by Benjamin Bycel; prepared and produced by The Associated Press and Guidance Associates [℗1970]
2 filmstrips col. 2 cassettes 1 teacher's manual (Special report)

A presentation of historical and present-day realities of Indian life in the U.S. Government relations, ownership of land, recent migration to cities, etc. Six Indian leaders discuss the Indian's religion, sense of values and humor.

1. Indians of North America--Social life and conditions 2. Indians of North America--Economic conditions 3. Indians of North America--Education 4. Indians of North America--Government relations

SFS
301.3
M

Man's natural environment: crisis through abuse (Sound filmstrip) Written by Marcia Henning; prepared and produced by The Associated Press and Guidance Associates [℗1970]
2 filmstrips col. 2 cassettes 1 teacher's manual (Special report)

"Program probes news stories to document the potentially devastating impact of air, water and noise pollution on life in the U.S. Considers the issue of pesticides, population explosion's effect on our environment, efforts now underway to curb it, actions which must be taken in the future."

1. Ecology 2. Man--Influence on nature 3. Environmental policy 4. Pollution 5. Conservation of natural resources

SS1
621.384
C

Circuits and associated components (Sound slide) Howard W. Sams, [n.d.]
30 slides col. 2" x 2" phonotape: 1 reel 7-1/2 ips. (Transistor review series, no. 2)

1. Radio--Repairing I. Transistor review series, no. 2

SS1
551.46
M

Man in the sea, an introduction to oceanography (Sound slide) World Color, 1969.
24 slides col. 2" x 2" and 1 cassette

With teacher's manual.

1. Oceanography 2. Diving, submarine 3. Marine biology 4. Fisheries

SP
597.8
F

Frog Metamorphosis (Specimens)
Creative Playthings [n.d.]
1 piece

Plastic mold containing 3 tadpoles and 1 frog.

1. Amphibia

STER
917.875
G

Grand Teton National Park (Stereosccpe slide)
View-Master [n.d.]
3 cards 21 double fr. col. (National park series)

With illustrated booklet.
Credits: Editor, Lowell Thomas.

1. National Parks and Reserves--U.S.

ST PR
591.5
A

Animal homes (Study print)
The Child's World, 1969.
6 folders col. 9" x 14" 1 Teacher's guide (K-3)
By Jane Belk Moncure.

Contents.-Homes in trees.-Homes in ponds.-Homes in fields.-Homes in the jungle.-Homes in the desert.-Homes in the ocean

1. Animals--Habitations I. Moncure, Jane Balk

ST PR
797.24
D

Diving technique charts (Study print)
American Association for Health, Physical Education and Recreation. Division for Girls and Women's Sports, 1969.
18 prints 11" x 9".

1. Diving

ST PR
590.744
Z

Zoo animals (Study print) Society for Visual Education, 1964.
8 prints. color. 13"x18". and disc: 2 s. 12 in. 33 1/3 rpm. (Picture-story study print set)

Contents: Elephant.-Chimpanzee.-Giraffe.-Hippopotamus.-Lion.-Rhinoceros.-Tiger.-Mountain goat.

1. Animals 2. Zoological gardens

TRAN
970.1
G

George Catlin's American Indians
(Transparency) 3M [c1969]
40 transparencies (Enrichment, no. 1)

"Printed originals for preparing overhead projections transparencies."
20 drawings 20 study sheets bound in perforated book.

1. Indians of North America I. Catlin, George, 1796-1872

TRAN
526.8
M

Map reading (Transparency)
Instructo [c1967]
7 transparencies (with overlays) col.
7 guides (Nos. 850-1, 850-5, 850-6, 851-10, 851-11, 851-12, 851-13)

Contents.-Maps and globes.-Introduction to latitude and longitude.-Latitude and longitude on the globe.-Topography.-Elevation.-Scale.-Key and index.

1. Maps 2. Globes 3. Latitude 4. Longitude

TRAN
629.453
C

Celestial navigation (Transparencies)
General Aniline and Film Corp., 1964.
Created by McGraw-Hill.
1 tr. (with 4 overlays) color.
(Space age science)

With teaching guide.
Discusses the fundamentals of using the stars for finding direction and location.

1. Astronautics 2. Navigation 3. Navigation (Astronautics) 4. Space flight

CATALOGING AND CLASSIFICATION OF NON-PRINT MEDIA
IN THE LINCOLN PUBLIC SCHOOLS

Gwendoline E. Birky

Historically, unless students of library science were planning to become catalogers in academic or specialized libraries, their study of cataloging and classifying non-print materials stopped with only a cursory survey.

In the early sixties librarians were suddenly overwhelmed with the media explosion. Materials were not being used to their fullest potential. Busy teachers perhaps were unaware of variety of materials in their schools; or, if they knew about them, they had no idea of where to locate them quickly.

At the time theLincoln Public School System established its Central Processing Center in 1965, there were only a few non-print materials coming through the Center. If non-print media was to support instruction, it would have to be cataloged and processed for quick and easy retrieval. Also, it needed to be housed in such a manner that storage would not present a problem.

Policies and procedures had already been established for cataloging and processing print media. With non-print media, catalogers had two possibilities: either take what appeared to be a simple and easy approach of using accession numbers and colorbanded cards for each category, or take the more sophisticated approach of full cataloging by Dewey Decimal Classification and applying the same rules for descriptive cataloging and subject headings as used for print media.

The cataloger did intensive research of the professional literature. Little had been written on the subject. Requests were sent to other school systems for information dealing with methods of handling non-print materials. It was learned that not too many school systems had directly faced the problem. After meeting with a committee of school media specialists, two decisions were made which formed the basis for further planning: that the materials would be assigned Dewey Decimal Classification numbers and that only one color of catalog card would be used to distinguish non-print media from white cards used for print meida. By interfiling catalog cards for print and non-print media, any person

could quickly locate all types of media available on a particular topic.

Having made these decisions the cataloger had to work out the details of cataloging each type of media. Fortunately, the opening of the Proce sing Center coincided with the publication of the seventeenth edition of the Dewey Decimal Classification System, the ninth edition of Sears List of Subject Headings and the Anglo-merican Cataloging Rules; the latter gave very specific directions on rules for entry for non-print media and for descriptive cataloging.

Each piece of media presented problems and required time for perusing the Anglo-American Rules as well as time for consultation with the other cataloger and the media director in making decisions. It seemed that these decisions were logical; they resulted in locating all media on a given subject in one place, the card catalog. Since special storage boxes, compatible with sizes of books, had been designed, the storage problem was alleviated in the media centers. Non-print media was now as readily retrievable as print.

In 1970, ALA adopted the Canadian rules for Non-book Materials, as its guide to cataloging and classifying non-print media. Examination of the rules revealed that except for minor details the system designed by the Lincoln Public Schools was practically the same. Media specialists in the school attendance centers have found it to be a workable system.

The following decisions indicate that there is no dichotomy in the cataloging and classification of print and non-print media.

All materials received the same treatment. No attempt was made to differentiate in cataloging for elementary, junior high, senior high, or professional collections. Since the same materials may appear in any of these collections it seemed impractical to do separate cataloging. Experienced proved that elementary children can learn to use call numbers and subject headings used in the secondary schools. In addition, they are preparing themselves for using secondary, college, university, and public libraries.

Some variations in cataloging practices have been made either by simplifying or augmenting classification, description, and subject headings.

Omissions in description include the following: The place of publication is seldom needed. Joint authors do not need to be listed. Unless there is a possibility that the illustrator is so well-known that his works will be wanted, no tracings are made. The series is noted in parenthases at the end of the collation but not added to the tracings. These omissions save time in preparing sets of cards since added headings need not be typed for them. Space is saved in the card catalogs as well.

Additions to description include the following: Grade levels are shown at the end of the collection when they are easily ascertainable. Frequently more subject headings are added than might normally be found on a card to achieve closer correlation of all media whith the curriculum. For example, in socialstudies many subheadings under the name of the place are used to facilitate indentification of the materials relating to the particular area. There are the ones usually associated with social sciences; namely, history, travel and description, economic conditions, social conditions, social life and customs, frontier and pioneer life, etc.;as well as fiction, music, art, sculpture, fairy tales, folklore, folk songs, folk dances and legends. The last four are inversions of the headings as they appear in Sears in order to bring all these materials under the name of the geographic heading.

Frequently it is necessary to extend the suggested class number in areas such as natural science, earth science, astronomy, aerospace, folklore, and social science due to the fact that the media centers have large collections in these particular areas. By extending the Dewey numbers closer classification is achieved, thus materials dealing with like subjects are arranged in closer proximity on the shelves. The call number is limited to three digits beyond the decimal point. Assigning Dewey numbers to works of art is the exception. In order to separate artists by country it became necessary to add as many as four digits. Abbreviated prefices indicating the type of non-

print media appear above the Dewey number. The Canadian rules suggest omitting this since the type of media is shown in parenthases following the title.

Most materials are entered under title, with the exception of reproducions in non-print form of children's books, which are entered under author and musical compositions which are entered under composer with a uniform title enclosed in brackets at the head of the title so that all works of the same title may be brought together in the catalog.

It is the opinion of the author that the decisions made for cataloging and processing of non-print media in the Lincoln Public Schools were sound. It was akin to pinoeering an unknown field. In the early stages it was found that many catalogers were advocating ~~their own brief~~ cataloging by accession number and inventing their own formats. Today, more and more, the literature is indicating a preference for cataloging non-print in keeping with that done for print media.